District of Columbia Real Estate Board Continuing Education Provider

COURSE APPROVAL APPLICATION



GENERAL INSTRUCTIONS AND GUIDELINES

Providers must have a provider identification number. If this is the first course approval submitted, please attach a Provider Information Form so that a provider ID may be issued. COURSES WILL NOT BE APPROVED FOR MORE THAN THE REQUESTED NUMBER OF CREDIT HOURS. Although courses may be approved for fewer credit hours than were requested, course review processing fees will not be refunded. **The fee for course review is \$50 per course submitted.**

Course applications must be submitted at least 60 days in advance of the first date the course is to be given. The application must include an instructor certification form and a course schedule form.

Fifty minutes of instruction in a classroom setting is equivalent to one credit hour. Non-instructional time such as breaks and lunch will not be used to calculate credit hours. Random audits of approved courses may be imposed to evaluate compliance.

SECTION 1 – PROVIDER AND COURSE IDENTIFICATION											
Provider Name											
Course Name Provider ID Numbe										 umber	
SECTION 2 – MANDATORY SUPPORTING MATERIAL CHECK LIST											
The following must be included with this application for it to be considered complete and ready for review.											
☐ A course outline with time allotted and a summary of instruction for each detailed segment.											
☐ Instructor Certification form, or if instructor is currently certified with the DC Real Estate Board, provide the instructor ID#											
Course Schedule Form (additional course dates may be requested at a later date by submitting this form at least 30 days prior to the requested date)											
☐ Correct fee (\$50 per course)											
SECTION 3 – COURSE II	NFORMATION										
A. Credit Hours Requested: (Note: hours cannot be LESS than 1)											
B. Completion Method (sel	ect one):										
Classroom	_	spondence	[☐ Computer	Assisted						
☐ Satellite Delivery	☐ Intern	et		☐ ARELLO d	istance-lear	ning certif	fied				

SECTION 4 – ADDITION	IAL COURSE INF	ORMATION										
A. Teaching Aids ☐ Agenda ☐ Po	owerpoint	/ideotape	Television Computer softw	ware Dther								
B. Attendance/Monitoring Policy (Explain attendance, monitoring, refund policies/requirements)												
C. Exam/Re-exam Procedures (If applicable, explain exam procedures and policy for make-up exams)												
D. Records Maintenance (Explain your procedure for maintaining all records for this course for a minimum of 5 years.)												
E. Explain the main benefit to a licensee who attends this course.												
SECTION 5 – AUTHORIZ	ZED SIGNATURE											
I the undersigned do hereby certify that all information provided herein is true and correct:												
Authorized Signature				Month Day Year								
	INTERNAL USE ONLY											
Course ID Number			DC Action Log									
DC ROUTIN	IG INFORMATION		DC Action Date									
Date Received	//		APPROVED	DENIED								
Initial Screening	Check: (Circle Ans	swer)	Number of Credit Hours	L								
Authorized Provider ID	YES	NO	Approver Signature									
Authorized Signature	YES	NO										
Correct Fee Included	YES	NO	Entered into CE System									
Content Outline	YES	NO										
Instructor Form	YES	NO	Provider Notification Date									
Course Schedule	YES	NO										

All checks or money orders should be payable to: DC Treasurer

Forward this form, all mandatory attachments, and appropriate processing fee of \$50 to:

Schanolia Barnes, Education Specialist DC Real Estate Board/OPLA

Standard Mail:

P.O. Box 37200 Washington, DC 20013-7200 Overnight Mail: 941 Capitol St., N.E. 7th Floor, Suite 7200 Washington, DC 20002